



city of  
**greenville**

## Mechanical Permit Application

For Office Use Only:

Tax Map # \_\_\_\_\_

Permit # \_\_\_\_\_ Clerk \_\_\_\_\_

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite/Unit/Space# \_\_\_\_\_

Tenant/Business Name: \_\_\_\_\_ Building Permit# \_\_\_\_\_

Owner of Building \_\_\_\_\_

### Use:

Single Family

Multi-Family

Duplex

Garage/Carport

Retail/Restaurant

Office

Hotel

Hospital/Medical

Church/School

Other \_\_\_\_\_

Cost of job (Contract Amount): \$ \_\_\_\_\_

**RESIDENTIAL PROPERTY OWNERS DOING THEIR OWN WORK:** Homeowner exemption form must be completed and Disclosure Statement filed with the County Register of Deeds. All persons hired to perform work must be properly licensed by the Residential Builders Commission or Contractor's Licensing Board and have a current City of Greenville business license. List any contractors working on this project below. **VIOLATION OF ANY PART OF THIS AGREEMENT SHALL VOID ALL PERMITS.**

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

**Signed:** Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Application must be completed prior to requesting a permit.

City of Greenville Building Department  
P.O. Box 2207 Greenville, SC 29602  
Phone: (864) 467-4550 Fax: (864) 467-5715



**Contractor:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

State License Agency (Choose One): South Carolina Contractors' Licensing Board

State License Classification: \_\_\_\_\_ State License Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please Print Name \_\_\_\_\_ Email: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of job: \_\_\_\_\_

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## Mechanical Permit Application

### Residential Fee Schedule

Equipment:	Quantity	Residential 1 & 2 family	Fee
Type 1 Equip: Boilers, Air Handlers, Heat Pumps and Furnaces Note: Heat pump systems must add A/C tonnage below			
Type 2 Equip: Unit Heaters, Space Heaters, Wall Heaters, Duct Heaters, Fan Coil Units, VAV Boxes, V-TACS and P-TACS			
A/C Equipment and Chillers			
• Air Conditioning up to 5 tons			
• For each additional ton over 5			
Refrigeration-Walk in Coolers, Freezers, Cooling Towers and other equipment			
Gas Water Heaters / Gas Generators, each			
Gas Piping			
*Note: Only used when other gas equipment is not being installed. Quantity should not exceed 1 per project.			
Duct Work Only			
*Note: Duct work used when no other equipment being installed.			
For Issuing Permit			
<b>Total</b>			

### Commercial Fee Schedule

Equipment	Quantity	Commercial & Multifamily	Fees
Type 1 Equip: Boilers, Air Handlers, Heat Pumps and Furnaces Note: Heat pump systems must add A/C tonnage below			
Type 2 Equip: Unit Heaters, Space Heaters, Wall Heaters, Duct Heaters, Fan Coil Units, VAV Boxes, V-TACS and P-TACS			
A/C Equipment and Chillers			
• Air Conditioning up to 5 tons			
• For each additional ton over 5			
Refrigeration-Walk in Coolers, Freezers, Cooling Towers and other equipment			
Gas Water Heaters / Gas Generators, each			
Gas Piping			
*Note: Only used when other gas equipment is not being installed. Quantity should not exceed 1 per project.			
Miscellaneous:			
• Roof Top or side wall exhaust fans (each)			
• Duct Work Only			
• Fire Dampers Only			
Commercial kitchen Equipment			
• Range Hoods & Exhaust Systems, each			
For Issuing Permit			
<b>Total</b>			

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